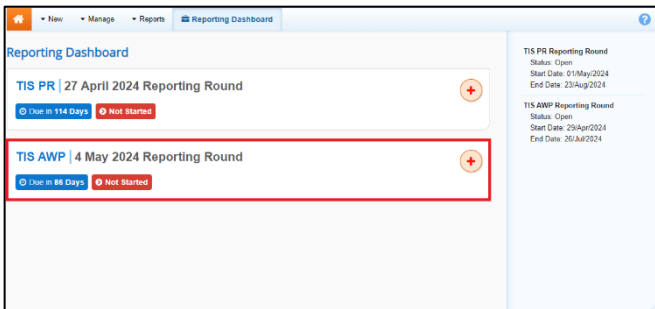





To use the offline form function as part of completing your *TIS AWP* as a *Submission Uploader*:

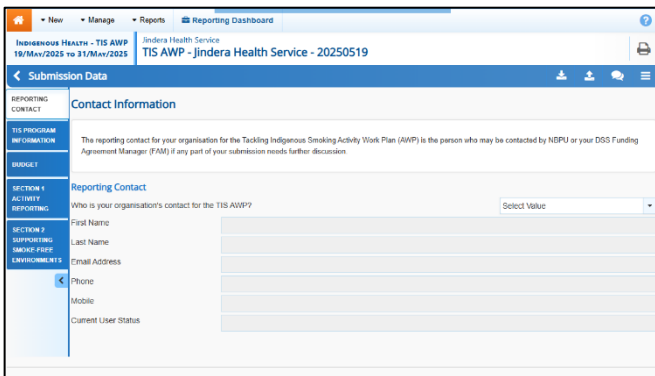
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\) QRG](#).

The Data Portal home screen will display with the Reporting Dashboard open.




3. To commence the creation of your *TIS AWP*, select  to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** (as highlighted above in red).


The TIS AWP form will display.



### Prepare the form for Exporting


Before you export the offline Word version of your *TIS AWP*, you will need to prepare the form to ensure each section of the form can be updated as needed once you have exported the form and are working in the offline version.

 The instructions here only cover the fields that must be addressed to ensure you get the full form once you export the offline Word version. You can obviously complete other fields as you go but these can also be completed in the offline version of the form just as easily.

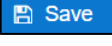
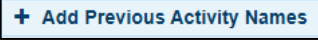

 If your NBPU representative is going to review your TIS AWP in the offline Word version of your TIS AWP, you will need to export the form to Word once you have completed it so they can review the form and add their comments as needed.



- a. To start, select the **TIS Program Information** tab of your TIS AWP form.


The *TIS Program Information* tab will display.


- b. Select  in the **IREG 2021 Code...** field and select the applicable IREG code.

This will ensure the correct list of LGA's will display in the offline version of the form, for you to select from as needed.


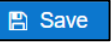

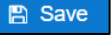


- c. To continue, select .
- d. Now select the **Section 1 Activity Reporting** tab.
- e. To commence setting up your activities, select  to pull your activities through from last year's AWP and/or  to enter new activities.

- f. Select  at the end of the **Activity Name** field to open the rest of the sections for your new activity.
- g. Now select  at the end of the **Activity Type** section to open it.
- h. Select the applicable check box(es) in the **Activity Type** question, noting that an additional question will display below the list if you select the **Other type of activity** check box.
- i. Under **Aim of activity**, select the applicable aim(s) for the activity.

 The *Monitoring & Evaluation Outcomes* section of the activity will update based on the aim(s) that has been selected.


- j. To continue, select .



- k. Now select  at the end of the **Activity Design** section to open it.
- l. If your answer to the question here is **Yes**, the "What type of input..." question will display.
- m. To continue, select .
- n. Now select  at the end of the **Partnerships** section to open it.
- o. If your answer to the question here is **Yes**, the "What type of organisation..." question will display.
- p. If applicable, select the **Other** check box(es) at the bottom of the list.
- q. To continue, select .
- r. Now select  at the end of the **Monitoring & Evaluation Outcomes** section to open it.
- s. To finalise the preparation of your TIS AWP form for exporting, select the **Other** check box under "Which methods did you use..." if applicable, to open the corresponding text field.
- t. To continue, select .
- u. Repeat steps **f** to **t** for each activity you need to report on.


## Export the offline form

Once you have finished setting up your TIS AWP form in the Data Portal, you are ready to export the offline Word version.


- a. With your TIS AWP form open on any tab, select  on the blue *Submission Data* bar at the top of the form.
- b. In the **Save As** window that displays, navigate to where you wish to save the form and select **Save**.
- c. Navigate to where you have saved the form and double click on it to open it.

The offline version of your TIS AWP form will display, ready for you to complete in Word as needed.


- d. You can now complete the offline Word version of the form, collaborating with others within your service as required.

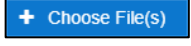
 DO NOT change the name of the offline Word version of your TIS AWP form as, if you do, you will not be able to import it back into the Data Portal.

## Import the completed/updated offline form


- a. When you have completed the offline Word version of the form (*including actioning any NBPU comments that have been added to the offline form*) and are ready to upload the completed form to your TIS AWP form within the Health Data Portal, open your TIS AWP form in the Data Portal and select .

The Import Offline Form window will display.

- b. To continue, select .
- The Import Offline Form window will display.


- c. To continue, select .
- The Open window will display.

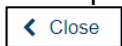
- d. Navigate to the completed offline form and then double-click on it to select it. A message will display telling you the form has been imported into the Data Portal.

- e. To continue, select .

Your TIS AWP form will display and is now populated with the information you entered in the offline version of the form.



- f. You can now update the TIS AWP form in the Data Portal if needed, updating the information as you go.

 You will need to complete the *Budget* tab in the TIS AWP Data Portal form as normal, as you can't upload documents through the offline version of the form.

- g. Once you have completed the form and are ready to send it through the submission workflow process as normal, select  at the bottom of the form.

You can now send your TIS AWP form for review or approval as needed.



 You can export your offline *TIS AWP* form from the Data Portal at any time using . You may wish to do this, for example, at the end of the reporting round once your report is complete, if you like to keep a hard copy record of your reports. This would replace the PDF you previously generated from the Data Portal.